



Business And The Environment

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National Oceanic and Atmospheric Administration
Marine Operations Center – Pacific
Attention: Captain John Clary
1801 Fairview Avenue East
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May 21, 2005

Attention: Captain Clary

Environmental Management System (EMS) Self-Declaration Audit Report

The audit, conducted at the Marine Operations Center – Pacific from May 17 to 18, 2005 focused on the facilities development and maintenance of EMS Procedures 001 – 016. These procedures and the Facility Implementation Forms represent the planned arrangements by which the facility strives for conformance to:

- Code of Environmental Management Principles;
- ISO 14001, 2004; and
- EO 13148.

Following NOAA's Self Declaration Audit Program, the audit team consisting of Margaret Takaki acting as Lead Auditor, Robert Mitchell and David Franzen were able to follow the Self-Declaration Audit Plan and the full objective of the audit was met.

At the conclusion of the audit, self-declaration was recommended and a total of 14 minor or best management practice non-conformances were raised:

Non-conformance	Classification
ISO 4.3.1 Planning Environmental Impacts and Aspects and required EO 13148 Requirements	3
ISO 4.3.2 Legal and Other Requirements	3
ISO 4.3.3 Objectives, Targets and Programs	3
ISO 4.4.1 Roles, Responsibilities and Authority	3
ISO 4.4.2 Competency, Training and Awareness and required EO 13148 Requirements	2
ISO 4.4.3 Communications	2
ISO 4.4.4 Documentation	2
ISO 4.4.5 Control of Documents	3
ISO 4.4.6 Operational Controls	2
EO 13148 Requirements associated with operational controls	3
ISO 4.4.7 Emergency Response and Preparedness	2
ISO 4.5.1 Monitoring and Measurements	3
ISO 4.5.2 Checking Evaluation for Compliance and required EO 13148 Requirements	2
ISO 4.5.5 Internal Audits	3
ISO 4.6 Management Review	3

Description of Classification: 3 represents a non-conformance to a best management practice or opportunity for improvement; 2 represents a minor non-conformance to a required element in conformance with ISO 14001, CEMP or EO 13148.

Throughout the assessment the audit team appreciated the diligence of the EMS Representative and commends his exceptional dedication to the development, implementation and ongoing improvements directed to, for example, the EMS website and document controls. Staff interviews showed willingness to review applicable work instructions and in all cases an awareness of the system and key Environmental Policy commitments. The facilities staff should be especially thanked for improvements in aspects of chemical management, awareness of applicable SOPs and a willingness to address deficiencies during the audit.

The non-conformances raised should be addressed within your own system following the procedures set forth. The Self-Declaration Audit Program requires that classification 2 corrective and preventive actions be provided the lead auditor for comment; BMP require no follow-up by the auditor. Specific items or issues identified on a non-conformance do not necessarily represent the full scope of implementation and in all cases full conformance to all aspects of an element should be reviewed. Observations on the questionnaire should be reviewed as additional opportunities for improvement, but do not constitute a non-conformance.

Please keep in mind, that this audit represents a snap shot in time and throughout the self-declaration cycle, (4 yrs) every effort should be made to ensure that any non-conformance of a significant or major nature are identified and receive immediate attention following the actions described in the Self-Declaration Audit Program.

Thank you for your attention given the audit process, if you have any questions, please call.

Regards,

Margaret Takaki, EMS LA, CSP, PhD

Attachments to report:

- Self Declaration Certificate
- Completed Assessment Questionnaire
- Non-Conformances

Copy to: J. Schell, EMS Representative